

GEORGIA DEPARTMENT OF LABOR
EMPLOYMENT SECURITY AGENCY
ADMINISTRATIVE SERVICES DIVISION
RECORDS MANAGEMENT AND CONTROLS

APPLICATION FOR
AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Number

82-13

Application Date:

1/27/82

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received

Application No.

Date Completed

MAR 31 1982

B2-13-A

APR 16 1982

APR 6 1982

Record Series Title: CETA Client Control Files-General
Correspondence

Person to Contact: Joyce Eunice

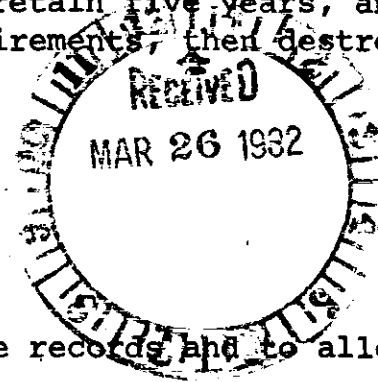
Item number to be amended: #12

Telephone No. 656-6332

Reads as follows:

"Upon completion of the 12 month follow-up of all trainees, cut off at fiscal year; transfer to State Records Center, retain five years and until the satisfactory completion of all audit requirements, then destroy."

Amended to read: ^{twelve month} "Upon completion of the/ follow-up of all trainees, cut off at the calendar year; transfer to the State Records Center, retain five years, and until the satisfactory completion of all audit requirements, then destroy."



Reason for change: To enable the immediate transfer of these records and to alleviate space considerations.

AUTHORITY:

Division Director/Designee: Howard L. Weeks by Joyce Eunice Date 03-26-82

Records Management Officer (RM&C): M. Leach Date 3/25/82

ESA Director: [Signature] Date 3/29/82

State Auditor/Designee: [Signature] Date 4-14-82

Secretary of State/Designee: Carroll Hart Date 4-12-82

Attorney General/Designee: [Signature] Date 4-15-82



APPLICATION FOR RECORDS RETENTION SCHEDULE

Georgia Department of Labor
Employment Security Agency
Administrative Services Division
Records Management and Controls

INSTRUCTIONS: The Records Management Officer of the Agency's Records Management and Controls Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Administrative Services Division, Records Management and Controls, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Central Records Unit Employment Training and Planning Georgia Department of Labor	Application Number 82-13	
Application Number 82DOL-3		Date Received JAN 19 1982	Date Completed JAN 27 1982
2. Person to Contact Sandy Wills		Working Title	Telephone Number 656-6330
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1974 --		5. Records Series Title (followed by title used in office, if different) CETA Client Control Files-General Correspondence	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Employment, Training, and Planning Division of the Georgia Department of Labor is divided into three function: the Job Service, planning, and training. The Training Division administers all CETA operations in areas where the Georgia Department of Labor is designated the administrative agent or has operational responsibility. The Central Records Unit processes CETA participant records, verifies participant eligibility,, prepares federal reports and participant information for management control.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: correction or revision of enrollment, termination, or follow-up records involving property rights of clients to training and responsibilities and performance of the Department. Included are: unnumbered transmittal letter File is arranged: by geographical area (analogous to Area Planning and Development Council boundaries), alpha by prime sponsor, thereunder in reverse or accumulating chronological order.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>100</u> ; Seven to twelve months old <u>0</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>12</u> ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____			

(Over)

ESA-144 (3/80)
(AR-50-71)

YES	NO	10. Questionnaire (Place an "X" in the proper column)
✓		a. Is this the official copy of the series? If not, where is it?
✓		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	✓	c. Is this a vital record?
	✓	d. Does this series have historical or long term research value?
	✓	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	✓	f. Is the information contained in this series ever published? If yes, attach copy.
	✓	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	✓	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	✓	i. Is this series (or a major portion of it) regularly microfilmed?
	✓	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal Law | _____ years. | f. Federal retention instructions | 5 x _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See below then.

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Upon completion of the 12 month follow-up of all trainees, cut off at fiscal year, transfer to State Records Center, retain five years and until the satisfactory completion of all audit requirements; then destroy.

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date	<u>William Johnson</u>	<u>1-12-82</u>
ESA Director (Signature)	Date	<u>Mike Linder</u>	<u>1/12/82</u>
State Auditor/Designee	Date	<u>Carroll Hart</u>	<u>1-26-82</u>
Secretary of State/Designee	Date	<u>Carroll Hart</u>	<u>1-24-82</u>
Attorney General/Designee	Date	<u>Henry Shugart</u>	<u>1-21-82</u>

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)

(Reverse Side)